

Follow these instructions to update MilPDS & vRED:

- Log on to the AF Portal & access vMPF
- Select "Record Review/Update"
- Select "Individual"
- Double-click on the blue, underlined "Home Address" &/or "Mailing Address" application to update your current information
- After confirming the update, return to vMPF to update your vRED
- Click on "Record of Emergency Data" under "Most Popular Applications"

Please note that this will NOT change your address in DEERS/RAPIDS. In order for your dependents who reside with you to reflect "In Household," please go to <https://www.dmdc.osd.mil/appj/address/index.jsp> to change your address and your dependents' address in the DEERS/RAPIDS system.

RIP LINE Contact Information

DSN: 480-6559

COM: 06371476559

Visit Ramstein's Newcomers Info page at:

<http://www.ramstein.af.mil/newcomersinfo.asp>



**Ramstein
In-Processing Line
Schedule of Events**

Day 1

Bring: ID card / PCS orders / completed USAFE 115 & AF 4394 (if you can) / All PCS receipts to include vehicle shipping form / Information Assurance (IA) certificate (if you can)

Circle your assigned group provided by initial briefer for tomorrow.
If no split grouping you will assume the **A-Team*** schedule

A-Team B-Team

The following are held in bldg 2402/briefing room:

0700 SIGN-IN

0730 Welcome Brief

0800 TRICARE Brief

0900 Driving in Europe Video

On-line Driver's License Study Materials:

Gov: <https://wwwmil.usafe.af.mil/dlt/Default.aspx?TabID=1&Action=Home>

Public: www.hqusareur.army.mil/rmv

0945 MPS Newcomer's Worksheet/Ration Card(s) Request

Release applicable personnel for this portion only.

1015 Finance Brief

1100 Lunch

1300 Vehicle Registration Brief & Status

1315 Test E-Mail Account: Open Outlook, Publish Certificates & Register in the Ramstein AtHoc System (Computer LAB)

~ Directions to accomplish are provided on each computer ~

If you did not provide your IA certificate to CS at the RIP Line your account will only be active for 2 weeks. See your unit IAO to extend your account following in-processing.

1330 PIPS Preparation: Scan receipts for PCS voucher.

1400 IACS Registration

Please take trash with you or utilize dumpsters behind the building

Day 2

Bring: All PCS receipts to include vehicle shipping form / A \$10 check or money order (available at the Post Office near the Commissary) / stateside or transferrable USAREUR drivers license

The A-Team

0800* Housing Brief (On & Off Base)

E3 & below housed in dorms DO NOT need to attend.

HOWEVER, be in place for medical. If you have not done so see dorm reception for room assignment or lodging will not be paid.

1000* Medical Follow-Up & Tour of Clinic

1100* Lunch

1300* Driver's License Testing & Temporary License Issue (Computer LAB)

A \$10 check or money order, stateside drivers license & PO box is required for your permanent license.

1400* Ration Card Issue

1400* PCS In-Processing System (PIPS) Voucher (Computer LAB)

All travel receipts are required to be scanned.

The B Team

0800 Driver's License Testing & Temporary License Issue (Computer LAB)**

A \$10 check or money order, stateside drivers license & PO box is required for your permanent license.

0915 PCS In-Processing System (PIPS) Voucher (Computer LAB)**

All travel receipts are required to be scanned.

1030* Ration Card Issue

1100 Lunch**

1300 Housing Brief (On & Off Base)**

E3 & below housed in dorms DO NOT need to attend.

HOWEVER, be in place for medical. If you have not done so see dorm reception for room assignment or lodging will not be paid.

1500 Medical Follow-Up & Tour of Clinic**

NOTE: Need a PO Box? Send a copy of your orders & an encrypted e-mail request to:
86cs.postalinprocessing@ramstein.af.mil

* **A MANDATORY** Base INTRO brief is held every Wednesday from 0730-1245 at the Hercules Theater for the military member.

* Spouses are **HIGHLY** encouraged to attend the Ramstein Spouses Orientation held every Monday from 0830-1400 at the Airmen & Family Readiness Center (includes medical enrollment & lunch).